

**APPROVED MINUTES OF THE AUGUST 28, 2017 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: **SBC Members**

John Pellegrin, Ed Reniker, Tracey Wood, Eva Freund, Claire Tse, Cyrus Sobhani, Elizabeth Novak, Marvin Powell, Carmen Powell, Patrick Fogarty

Staff (Department of Procurement and Material Management)

Ron Shoram, Jason Im, George Monge

The meeting was called to order at 7:05 p.m. by Chairman Pellegrin

Minutes from the July 24, 2017 meeting were approved without amendment

Channel 16 Taping

- Channel 16 was in attendance to record the committee reports and discussion of the upcoming Vendor Forum

Committee Reports

Communications

- Commissioner Fogarty provided brief update on the status of Vendor Forum advertising that will be initiated by the Office of Public Affairs
- Submission of a complete and final list of the Keynote Speaker and Panelists was advised, to provide the Office of Public Affairs the necessary information to go ahead with the proposed communications plan
- Suggested membership into the Capital Area Gay & Lesbian Chamber of Commerce, and rejoining the Tysons Regional Chamber of Commerce
- Action Item
 - Commissioner Pellegrin will submit updated information on Vendor Forum panelists, so OPA can proceed in initiating communications plan

Community Business Partnership – No Report

Economic Advisory Council – No Report

Education and Outreach

- Commissioner Marvin Powell asked commissioners to submit ideas for educational outreach in terms of proactively sharing information with the small business community

- Meetings with chambers of commerce, and conduct presentation on the features and initiatives of the Small Business Commission was proposed
- Small Business Week idea submitted by Commissioner Carmen Powell

Executive – No Report

Legislative and Policy

- August Newsletter was submitted by Commissioner Sobhani, and was distributed at the meeting
- August Newsletter items:
 - Small Business Investment Opportunity (SBIO) Act will increase the amount of funding allocated for Small Business Investment Companies (SBIC)
 - Launch of Alibaba Group Holding Limited Network will allow American small businesses to potentially reach over half a billion consumers on Alibaba's platforms

Media Productions

- Channel 16 was in attendance to record the committee reports and discussion of the upcoming Vendor Forum
- Commissioner Wood stated that Cyrus Sobhani will be interviewed for the next Stepping Stones video
- Current Stepping Stones will be released in the County Magazine in October, and will air shortly after that
- Web links for the Stepping Stones videos will be going out to supervisors in September
- All commissioners who have not scheduled interviews for the Stepping Stones taping should go ahead and finalize dates with Commissioner Wood

Office of Emergency Management

- Commissioner Novak inquired, once again, if the Commission would wish to include future presentations from OEM

Ombuds – No Report

Strategic Planning

- Commissioner Reniker wished to confirm that discussion on the Strategic Planning draft will be held off until the October 23rd SBC meeting.

Transparency – No Report

Vendor Comments Board – No Report

Vendor Forum

- Take the list of attendees and ask three or four questions—via Survey Monkey—to gauge the success of the event, and where improvements can be made for future Vendor Forums
- No SBC table at the 2017 Vendor Forum, to receive surveys on the event, was proposed by Commissioner Reniker

SBC Meeting Minutes – August 28, 2017

- Deadline for the 2017 Beatrice Malone Small Business Award holds at September 1
- No nominations have been received for the 2017 Beatrice Malone Small Business Award
- Consideration of changing future dates of the Vendor Forum was proposed, from the first Thursday in October to the first Tuesday, Wednesday or third Thursday of October

Old Business – No report

New Business

- Transportation Security Administration is moving to Springfield, Virginia

Staff Report

- Cathy Muse discussing additional parking options with Facilities Management Department
- Vendor Forum guest registration stands at 368
- SWaM numbers will be presented during the Audit Committee meeting in September
- Consultation with Fairfax Foundation, and other entities and individuals to enhance the Community Wealth Building initiative will be sought
- Action Items:
 - Upload current photographs of all commissioners to the SBC webpage
 - Contact Karen Smaw (Economic Development Authority) regarding advertising of the Vendor Forum on their website
 - Once updated Vendor Forum panelists information is received, contact OPA to provide points of emphasis for the Twitter feeds
 - Contact all chambers of commerce to determine their policy and strategy of inclusivity for gay, lesbian, bisexual, transgender, and queer-owned businesses
 - Inquire about membership rates for the Tysons Regional Chamber of Commerce
 - Contact The Zebra, and Washington Business Journal, about advertising the Vendor Forum

Adjournment – Chairman Pellegrin adjourned the meeting at 8:25 p.m.